



# County of San Diego

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CSA-69 Advisory Committee

Warren Savage, Chair/Mayor Randy Voepel, Vice-Chair

c/o Emergency Medical Services

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Community Epidemiology  
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Immunization  
Maternal, Child and Family Health Services  
Public Health Laboratory  
PH Nursing/Border Health  
TB Control & Refugee Health  
Vital Records

## CSA-69 BUDGET SUBCOMMITTEE MEETING

### Minutes

Thursday, February 10, 2011

#### Present

Howe, Kevin – Lakeside Union School District

Huson, Jim – Santee Fire

Parr, Andy – Lakeside Fire Protection District

Savage, Warren H. – City of Santee

Cavanaugh, Adria – County EMS

Yaghmaee, Saman – County EMS

#### Recorder

Janet I. Wolchko

### **I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS**

Saman Yaghmaee called the meeting to order at 3:07 p.m.

### **II. PUBLIC COMMENTS/PETITIONS**

There were no public speakers.

### **III. BUDGET PLANNING FOR FISCAL YEAR 2011-2012** **(July 1, 2011 – June 30, 2012)**

Saman Yaghmaee provided a summary sheet with CSA-69 budget information on FY 2007/08, 2008/09, proposed budget for FY 2009/10 and projected budget for FY 2010/2011. Operational expenses from the Santee Fire Department and Lakeside Fire Prevention District were also provided.

Total projected expenditures for FY 2011/12 are \$6,074,684. CSA-69 expenditures include County Administrative Services and four CSA-69 contractors. County services are expected to increase by \$90,000.

During the November CSA-69 Advisory Committee meeting, a request was made by the County to increase County allocation for staffing by \$90,000 due to new responsibility associated with billing contract. The new contract requires the County to manage the revenue account which requires daily reconciliation. This can be achieved by either adding a full time Administrative Analyst or allocate more of the existing staff time to prepare and monitor budget and cost tracking for CSA-69. The new responsibilities are as follows: monitor expenditures, oversee and track daily reports, reconcile revenue with the billing agency and assist in budget preparation review and analysis of expenditures and requisitions for purchases.

Discussion ensued on justification of hiring an Administrative Analyst, their duties and time reporting for the position. Currently the County staffs one temporary position to track CSA-69 budget information.

An overview of the Whitman Contract, collection methods for CSA-69 residents and using an outside collection agency were discussed.

Lakeside Fire Protection District. There were no significant changes with the FY 2010/11 adopted budget and the FY 2011/12 preliminary budget. The percentage of increase for FY 2011/12 was due to equipment maintenance and vehicle maintenance which is done every other year. Salaries and benefit costs have increased which caused a 6.7 percent increase compared to a 4 percent increase two years ago. Mr. Yaghmaee asked about the 200.5 percent increase on Expert and Consultant Services. Chief Parr responded that the account was for warranty contracts on defibrillators and cost repair.

Santee Fire Department. Mr. Yaghmaee inquired about communication equipment repair which was moved under minor equipment for the Santee Fire Department. Chief Mattick responded that minor equipment such as radios and gurneys are equipment meant to last five years. Fixed asset materials are required to cost \$5,000 per item. The cost for radios is \$4,500.

Revenue Analysis. There will no significant change with the total revenue from FY 2010/11 to FY 2011/12 except for a slight increase of 1 percent interest on deposits. Operational cash flow was discussed. To have a healthy cash flow the reserve will need \$1 million in the account. Increase in fees from FY 2008/09 to FY 2009/10 was due to the increase in fees approved by the Supervisors, payment from Wittman Enterprises, LLC after reviewing previous contractor ADPI information, and Medicare catch-up payment from a delay in the application process when the contract change was completed.

As the amount for the contract services and ambulance rates go up, there is a concern that the reserve amount of \$1 million will not cover the cash flow and a 90 day buffer for contractual costs. Mr. Yaghmaee recommended increasing the reserve to an amount that would be sufficient to cover 120 days of operating costs. He presented a slide that represented the true reserve after the 120-day operational costs are subtracted.

In regards to benefit fee, Mr. Yaghmaee added that because of the contract change, the benefit fee calculation may increase. It was noted that the projected totals on the table for the proposed budget were accumulative totals.

Mr. Savage expressed congratulations to the County for the work they have done and to the providers for the work they have done to make things cost effective.

Mr. Savage requested a run report from operations.

The Strategic Plan for CSA-69 is to stay within the contract, meet contract requirements and provide required services. Mutual aid commitments and response time with El Cajon should be reviewed.

**Motion was made by Kevin Howe to approve and forward the Budget for FY 2011-12 to the CSA-69 Advisory Committee for approval. Motion carried.**

#### **IV. ADJOURNMENT**

Meeting was adjourned at 3:55 p.m.

Submitted by

Janet I. Wolchko  
Administrative Secretary  
County EMS